



## SCHOOL DISTRICT NO. 87

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# WorkSafeBC Safety Plan Stage 2 – Return to School, September 2020

School supports students in developing their potential and acquiring the knowledge, skills and abilities they need for lifelong success. In-person learning, as part of a student's education, provides the opportunity for peer engagement, which supports social and emotional development as well as overall wellness.

According to the latest research, guidance from the Provincial Health Officer, and other evidence... children are at a lower risk of developing and transmitting COVID-19, K-12 students can return to full-time, in-class instruction in accordance with current public health guidelines for schools.

There are various measures that can be taken in the school setting to prevent the transmission of COVID-19. Below is a general summary of approaches such as: organizing students/staff in learning groups; maintaining physical distance; enhancing cleaning and disinfecting protocols; using outdoor space for learning activities; implementing staggered schedules; reinforcing effective personal practices such as diligent hand hygiene and respiratory etiquette; and implementing robust illness policies for students and staff. The information below is directly taken from the *Provincial COVID-19 Health & Safety Guidelines for K-12 Settings* (updated August 17, 2020).

This COVID-19 Safety Plan outlines the six-step process SD87 will take while moving to Stage 2 during the COVID-19 pandemic. Each step outlines the initiatives the District will implement prior to resuming operations.

We will continue to revise and submit this plan for approval according to the direction and feedback received from the Ministry of Education, Northern Health, and community stakeholders. A copy of this plan will be posted on our District Website in accordance with the order of the Provincial Health Officer.

## **Step 1: Assessment of risk within our schools.**

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Areas where there may be risks of exposure to COVID-19, either through close physical proximity or through contaminated surfaces, have been identified. The closer together workers are and the longer they are close to each other, the greater the risk.

- We have involved front line workers, supervisors, and our Joint Health and Safety Committee Representative, and community stakeholders in consultation in the development of the SD 87 Safety Plan.

We have identified areas where people gather, such as classrooms, staff rooms, multipurpose rooms, and meeting rooms.

- During Stage 2 students will be returning to school on a full-time basis. Students and staff will be organized into Learning Groups to maximize instructional time, thus limiting contact and potential exposure.
  - **Learning Group:** is a group of students and staff who remain together throughout a school term (e.g. a school quarter, semester or year) and who primarily interact with each other.
  - **Physical Distancing:** is maintaining a distance of two metres between two or more people.
    - SD87 Maximum Learning Group size for the Primary / Elementary Learning Group = 60
    - SD87 Maximum Learning Group size for the Middle / High School Learning Group = 60 (The BC Provincial maximum is 120 for Secondary Schools)
- School administration will determine the composition of the learning group
- Physical distancing (2m) for staff and for middle and secondary school students when interacting outside of their learning group will be required.
- Physical distancing (2m) for elementary students when interacting outside of their learning groups while indoors will be required.
- Parents and visitors who wish to enter the school will be required to set an agreed upon meeting time with the Principal.
- If granted permission to enter the building, parents, visitors, maintenance workers, must abide by the hand washing and physical distancing requirements.
- All visitors will be required to confirm they have completed the requirements of a daily health check before entering the school building.
- Schools will keep a list of the date, names and contact information for all visitors who enter the school.
- Common areas where large numbers of students congregated prior to COVID-19 will be limited to the number of persons able to safely physically distance.
- Students and staff must follow all guidelines related to social gathering when engaged in school activities outside the classroom setting.
- Signage reminding staff and students of the need to physically distance will be placed in prominent areas in schools and any external school buildings or portables.
- Traffic flow indicators/signage will be placed throughout schools and school buildings to facilitate the safe flow of students and personnel.

We have identified job tasks and processes where workers or students are close to one another.

- In the school setting, within the Learning Group, minimized physical contact will be encouraged (as a physical distance does not need to be maintained within Learning Groups).

- Staff and other adults are advised to maintain physical distance from each other at all times; this includes during break times and in meetings (Unless they are part of the same Learning Group).
- Assigned workstations will be separated by a minimum of 2 metres or the placement or physical partitions will be utilized.
- Principals and Managers will be required to work with employees to ensure this is in place.

#### **Student Transportation on Buses:**

- SD87 Schools are working with proper authorities (busing contractors) to ensure buses are cleaned and disinfected according to the guidance provided in BCCDC's Guidelines on Cleaning and Disinfectants for Public Settings and Transport Canada.
- Bus drivers are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield) when they cannot maintain physical distance or be behind a physical barrier in the course of their duties.
- Consistent and assigned seating will be utilized for students (Prioritize students sharing a seat with a member of their household or cohort)
  - If space is available, students should each have their own seat (beside a window)
- Middle and secondary students are required to wear non-medical masks when they are on the bus. However, no student is required to wear a mask if they do not tolerate it.
  - These should be put on before loading and taken off after offloading
- Non-medical masks are not recommended for elementary students on buses due to the increased likelihood they will touch their face and eyes, as well as required assistance to properly put on and take off their mask (requiring increased close personal contact from school staff). No student is required to wear a non-medical mask if they do not tolerate it.
- Schools will keep up-to-date passenger lists to share with public health should contact tracing need to occur.
- **If a child has any symptoms, they must not take the bus or go to school.**

We have identified the tools, machinery, and equipment that workers share while working.

- General cleaning and disinfecting of the premises will occur at least once in a 24-hour period.
- Frequently touched surfaces will be cleaned and disinfected at least twice in 24 hours, including at least once during regular school hours.
- Teachers will need to limit the use of frequently touched teaching resources and items that are not easily cleaned. Sharing of tools or other items will be discouraged. Planning of learning activities should include consideration of capacity for cleaning shared objects, equipment and supplies.
- Students and staff will be encouraged to use personal water bottles
- Strict health and safety protocols will be followed for cleaning and disinfecting bodily fluids, such as runny nose, vomit, stool, urine
- Diligent hand hygiene will be practiced; students, staff and visitors will follow hand washing protocols
- There is no need to limit the sharing of books or paper based educational resources as *"There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of books or paper based educational resources to students because of COVID-19."* (P. 6; BCCDC, COVID-19 Public Health Guidance for K-12 School Settings)

We have identified surfaces that people touch often, such as doorknobs, and light switches.

- These include things like doorknobs, light switches, toilet handles, tables, desks, chairs, keyboards and necessary teaching manipulatives.
- Offices or work locations used by only one person will be identified by School Administration and cleaned once daily.

## **Step 2: Implementation of relevant protocols to reduce and minimize the risks of transmission**

The following protocols will be implemented: Industry-specific protocols as recommended by WorkSafeBC; the BC Centre for Disease Control *Provincial COVID-19 Public Health Guidance for K-12 School Settings*; and the Ministry of Education *K-12 Education Restart Plan*.

- During Stage 2 students will be returning to school on a full-time basis. Students and staff will be organized into Learning Groups to maximize instructional time, thus limiting contact and potential exposure.
  - SD87 Maximum Learning Group size for the Primary / Elementary Learning Group = 60
  - SD87 Maximum Learning Group size for the Middle / High School Learning Group = 60 (The BC Provincial maximum is 120 for Secondary Schools)
- Parents and visitors who wish to enter the school will be required to set an agreed upon meeting time with the Principal.
- If granted permission to enter the building, parents, visitors, maintenance workers, must abide by the hand washing and physical distancing requirements.
- The Covid-19 Staff Exposure Control Plan has been updated to reflect current industry-specific protocols.
- Dates have been set to review all Plans and Protocols with staff before student classes commence.

Frontline workers, supervisors, and the Joint Health and Safety Committee (or worker representative).

- All schools within School District 87 (Stikine) have planned two safety training and orientation days before student classes commence.
- Essential health and safety information will be communicated to all staff verbally and in writing before the schools re-open, which will give staff time to review the material.
- Health and Safety Representatives will have an opportunity to review the safety protocols during the month of August, 2020.

Orders, guidance, and notices issued by the Provincial Health Officer and relevant to your industry.

- The Provincial Health Officer's Order for Mass Gatherings continues to prohibit gatherings and events of people in excess of 50 people; however, this Order does not apply to regular school activities. As such, there can be more than 50 students and staff in a school at any given.
- Reducing the number of in-person, close interactions an individual has in a day with different people helps to prevent the spread of COVID-19. This can be accomplished in K-12 school settings through two different but complementary approaches: Learning Groups and physical distancing.
  - **Learning Group:** is a group of students and staff who remain together throughout a school term (e.g. a school quarter, semester or year) and who primarily interact with each other.

- **Physical Distancing:** is maintaining a distance of two metres between two or more people.
  - SD87 Maximum Learning Group size for the Primary / Elementary Learning Group = 60
  - SD87 Maximum Learning Group size for the Middle / High School Learning Group = 60 (The BC Provincial maximum is 120 for Secondary Schools)
- School administration should determine the composition of the Learning Group.
- Those outside of a Learning Group must practice physical distance when interacting with the cohort.
- Large assemblies of staff and students will need to be held virtually if required.

**Food Programs:**

- If food is prepared within or outside a school for school meal programs, it is expected that the *WorkSafe BC Restaurants, cafes, pubs, and nightclubs; Protocols for returning to operation* are implemented as appropriate and as relevant to the school setting, in addition to normally implemented food safety measures and requirements.

**Supporting Students with Disabilities / Diverse Abilities:**

- Schools will ensure that learning groups are established in a manner that allows for the implementation of students' IEP goals, respects the principles of equity and inclusion and does not result in segregated learning environments.
- Prevention and exposure control measures will be implemented to support students to access learning within a learning group such as using assigned seating, prompts, visual support, education using visual modelling, social stories, etc.
- Schools are aware of BCCD Guidelines for Children with Immune Suppression and BCCDC Guidance for Families of Immunocompromised Children in School and Group Gatherings. The links to these documents will be available on the SD87 Website; and they can be shared with you by the school.
- Schools in SD87 will work with families to ensure continuity of learning supports following recommended protocols as outlined in the K-12 guidelines.

**Reduce the risk of person-to-person transmission**

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Controls will be considered from additional levels if the first level isn't practicable or does not completely control the risk. We will likely need to incorporate controls from various levels to address the risk at the workplace.

**First level protection (elimination):** Limit the number of people at the workplace and ensure physical distance whenever possible.

Public Health has advised that the prohibition on gatherings of greater than 50 people refers to "one-time or episodic events" (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.

- School administrators will determine the composition of the cohorts. The composition of the Learning Group should remain consistent for all activities that occur in schools, including but not limited to learning and breaks (lunch, recess, classroom changes, etc.)

- Within cohorts, minimized physical contact should be encouraged.
- Employees will be reminded to maintain 2 metres distance from one another. Assigned workstations will be separated by 2 metres or by workstation partitions.
- Classrooms will be arranged to help facilitate student physical distancing and movement within the classroom. Consistent seating arrangements are encouraged.
- School Administrators will minimize the number of adults (staff and others) who interact with Learning Groups they are not a part of as much as practical to do so while supporting learning and a positive, healthy and safe environment.
- Teachers, Student Assistants, Learning Support Teachers and staff who are required to interact with those outside their Learning Group will practice physical distancing at all times.
- In situations where staff outside a learning group cannot practice physical distancing, other measures will be explored such as reconfiguring rooms, securing an alternate space to allow for physical distancing, installing a physical barrier made of transparent materials, or providing virtual services where possible.
- When staff are interacting with people outside of their learning group; and physical distancing cannot be consistently maintained; and none of the strategies previously outlined are viable options, staff are required to wear a non-medical mask, a face covering or a face shield (in which case a non-medical mask should be worn in addition to the face shield).
- Schools will have non-medical masks and face shields available for staff.

We have established and posted occupancy limits for common areas such as multipurpose rooms, staff rooms, meeting rooms, washrooms, and elevators.

- Principals will review small area rooms and post occupancies if physical distancing is not possible for less than 5 people. Other locations will have physical distancing signage.

#### Measures in place

Our control measures for maintaining physical distance in the workplace include:

- Teaching the practice of travelling on the right, passing left hand to left hand as the “new normal”.
- Staff leading by example and working with students to encourage avoidance of close greetings (e.g., hugs, handshakes) and regular reminders to students about keeping “hands to yourself”.
- Spreading people out into different areas. Considering different classroom and learning environment configurations to allow distance between students and adults (e.g., different desk and table formations).
- Organizing students into smaller groups, and where possible have that group stay together throughout the day.
- Teachers develop a consistent seating plan within cohorts where practical.
- For middle and secondary students, arrange desks / tables so students are not facing each other and use consistent seating arrangements.
- Striving to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day (i.e. minimize the amount of mixing between students and different staff in the setting).
- Staggering pick-up and drop-off times, where appropriate, and working within existing agreements. School Administration will be responsible for determining local context and needs as appropriate.

- Staggering recess/snack, lunch and class transition times to provide a greater amount of space for everyone.
- Taking students outside more often:
  - Organize learning activities outside including snack time, place-based learning and unstructured time.
  - Plan for activities that involve movement, including those for physical health and education, to take place outside. Group sports activities should be organized in a thoughtful way, taking into consideration personal hygiene practices.
  - Reassure students and parents that playgrounds are a safe environment, and encourage appropriate hand hygiene practices before, during, after outdoor play.
- Incorporating more individual activities or activities that encourage space between students and staff:
  - For younger students, adapt group activities to minimize physical contact and reduce shared items.
  - For adolescent students, minimize group activities and avoid activities that require physical contact.
- Minimizing numbers of parents and caregivers and other non-staff adults entering the school. They should also be reminded to practice diligent hand hygiene and maintain physical distance when they are at the school.
- Discontinuing in person assemblies and other school-wide events.

#### **Second level protection (engineering): Barriers**

- Barriers will be installed in places where physical distance cannot regularly be maintained and a person is interacting with numerous individuals outside of a cohort. This will include the front reception desk where visitors check in
- Physical barriers will be put in place at the reception area to prevent persons from being within 2 metres of the office staff.

#### Measures in place

- We encourage private vehicle use where possible to decrease transportation density.
- While riding busses, students will be required to sit in their own seat. Students should be separated side to side one per seat and against the window. Students from the same household can share seats if space is limited.

#### **Third level protection (administrative): Rules and guidelines**

We have identified rules and guidelines for how employees should conduct themselves. We have provided employees with the information regarding controls put in place by the District, expectations of employees to not attend work if exhibiting signs or symptoms of the common cold, influenza, COVID-19; as well as other procedures and information.

Additional information provided to employees includes the following:

- COVID-19 Staff Exposure Control Plan for SD87
- WorkSafeBC COVID-19 Safety Plan for SD87
- SD87 Joint Health and Safety Committee recommendations for Stage 2

- Preventing the Spread of COVID-19
- Non-Medical Masks: the limitations of use of personal masks and how to properly use and care for one if an employee chooses to wear one.

#### **Fourth level protection: Using masks (optional measure in addition to other control measures)**

We have reviewed the information on selecting and using masks and instructions on how to use a mask. The District is constantly monitoring information regarding mask usage and updating our policies to align with the advice of public health officials.

Measures in place

#### **Who will use masks?**

- Employees at risk will be identified in the Exposure Control Plan.
- Students in Middle and Secondary school are required to wear non-medical masks in high traffic areas such as buses and in common areas such as hallways, or anytime outside of their learning group whenever physical distancing cannot be maintained.
- Non-medical masks are required to be used in situations where a person cannot maintain physical distance and is in close proximity to a person outside of their learning group or household.
- Staff can wear a mask, a face covering or a face shield within their classroom or learning group if that is their personal preference.
- **Wearing non-medical masks at all times in schools is not recommended** as there are multiple, more effective infection prevention and exposure control measure in place.

#### **What work tasks will require the use of masks?**

- The District will follow the requirements laid out in the *Provincial COVID-19 Public Health Guidance for K-12 School Settings* document.
- Where PPE has been identified for tasks prior to COVID-19 pandemic, continue to use this PPE when performing these tasks.
- First Aid Attendants will be required to follow the procedure outlined by WorkSafeBC: <https://www.worksafebc.com/en/resources/health-safety/information-sheets/ofaa-protocols-covid-19-pandemic?lang=en>.

#### **How have staff been informed of the correct use of masks?**

Staff will be provided with information pertaining to masks during the staff orientation and training sessional days scheduled to take place before classes commence on August 24<sup>th</sup> and 25<sup>th</sup> for Atlin School and Denetia School (Lower Post); and on September 8<sup>th</sup> and 9<sup>th</sup>, 2020 for Dease Lake School and Tahltan School (Telegraph Creek).

An information poster will also be reviewed and posted in the schools.

#### **Implement effective cleaning and hygiene practices:**

Reduce the risk of surface transmission through effective cleaning and hygiene practices.

- We have reviewed the information on cleaning and disinfecting surfaces. We are following guidelines as per WSBC and the Ministry of Education's *Provincial COVID-19 Public Health Guidance for K-12 School Settings*.



- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
  - Soap and water should be utilized as much as possible as it is the most effective form of hand sanitization.
  - Hand sanitizer will be utilized ONLY when access to soap and water is limited as it is less effective. Hand sanitizer will be provided in locations where there are no sinks and at the reception entrance. This includes portable classrooms.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- WorkSafeBC hygiene practices signage is displayed throughout the school building.
- Staff will be regularly reminded about the importance of diligent hand hygiene, specifically:
  - Staff are to wash their hands upon arrival at school property and before they go home.
  - Before and after any breaks.
  - Between different learning environments.
  - Before and after eating and drinking.
  - Before and after handling food or assisting students with eating.
  - Before and after giving medication to a student or self.
  - After using the toilet.
  - After contact with body fluids (i.e., runny noses, spit, vomit, blood, etc.)
  - After cleaning tasks.
  - After removing gloves.
  - After handling garbage.
  - Whenever hands are visibly dirty.
- We have implemented cleaning protocols for all common areas and surfaces —e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
  - These locations will be disinfected twice a day, once at the mid-day break and once at closing. Please see below chart.
- Workers who are cleaning have adequate training and materials.
  - Our custodians are trained in the use of the disinfectant (PCS Sodium Hypochlorite) and have a safe work procedure developed for use.
- We have removed unnecessary tools and equipment to simplify the cleaning process —e.g., coffee makers and shared utensils and plates
  - Unnecessary items will be removed from school sites. Focusing on essential items will expedite the cleaning process.

**Chart 1 Cleaning protocols**

<b>Cleaning Tasks:</b> Refer to <i>COVID-19 Public Health Guidance for K-12 School Settings</i> .	<b>Frequency</b>	<b>Disinfecting Tasks</b>	<b>Frequency</b>
Clean Surfaces with Visible Dirt	Daily	Washrooms (sinks, counters, mirrors, toilets, urinals,	Twice per day

		partition walls, dispensers, doors, garbage bins, floors, grab bars, and all washroom supplies replenished)	
Empty Garbage Containers	Daily	Classrooms (desks, tables, chairs, sinks, faucets/light switches, doorknobs, telephones, appliance handles)	Twice per day
Empty Central Waste Collection Stations	Daily	Front Entry Doors (handles)	Twice per day
Spot Mop	Daily	////////////////////	////////
Spot Vacuum	Daily	Hallways (handrails, light switches, push bars, door knobs)	Twice per day
Wash All Resilient Floors	Weekly	Office (desks, counters, tables, chairs, telephones, keyboards, light switches, door knobs)	Twice per day
Vacuum All Carpeted Floors	Weekly	Staff Room (appliance and cupboard handles, door knobs, sinks, tables/chairs, light switches, keyboards)	Twice per day

**Step 3: Develop policies**

The following workplace requirements will help ensure that employees and students showing symptoms of COVID-19 are informed not to enter the workplace.

- Any student, staff or other person within the school who has symptoms of COVID-19 **OR** travelled outside Canada in the last 14 days **OR** was identified as a close contact of a confirmed case or outbreak **must stay home and self-isolate**, including children of essential service workers. Students should report their absence to the school. Staff should report their absence to their direct supervisor.
- Anyone who has had symptoms of COVID- 19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
  - All students and staff who have symptoms of COVID-19 must stay home and self-isolate for 14 days. Students should report their absence to the school. Staff should report their absence to their direct supervisor.
- Anyone directed by Public Health to self-isolate.
  - Northern Health staff will contact the Superintendent or designate in the event contact tracing of a confirmed case indicates a District site as a potential site of community transmission and will provide direction to the District on actions recommended to prevent further transmission.
- Any student, staff, or other person within the school who has cold, influenza, or COVID-19-like symptoms should seek assessment by a health-care provider.

- Students or staff may still attend school if a member of their household has cold, influenza, or COVID-19-like symptoms, provided the student/staff is asymptomatic. It is expected the symptomatic household member is seeking assessment by a health-care provider.
- Students and staff who experience seasonal allergies or other COVID-19-like symptoms, which are related to an existing condition can continue to attend school when they are experiencing these symptoms as normal. If they experience any change in symptoms they should seek assessment by a health-care provider.
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.  
**If a child has any symptoms, they must not go to school.**
- Staff and other adults must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school.  
**If staff or any adult has any symptoms, they must not enter the school.**
- Visitors are prohibited or limited in the workplace.
  - Only authorized personnel will be allowed in school buildings. Pick-up and drop-off times will be staggered to reduce the numbers of people at the site. Persons like contractors will have limited access; and if their work can take place outside of school hours they will do so.
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.
  - The WorkSafeBC OFAA protocols will be communicated to all First Aid Attendants and are included in the appendix to this document.
- We have a working alone policy in place (if needed).
  - Employees who may be in a situation where they are working alone should discuss with their direct supervisor.

Employees are encouraged to contact their Health and Safety representative if they have concerns around increased violence from members of the public.

We have procedures in place to address workers who may start to feel ill at work. It includes the following:

- Sick employees should report even with mild symptoms to their supervisor, and, if in need of medical assistance to first aid.
- Sick employees should be asked to wash or sanitize their hands, self-isolate, inform their supervisor and the First Aid Attendant if in need of medical assistance. Employees will then go straight home and will be asked to consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation.
  - School staff will be briefed on this procedure.
  - Each site has identified an area where an individual (ie student) who is experiencing symptoms of COVID-19 or other respiratory disease, can wait while waiting for pickup.
- If the employee is severely ill (e.g., difficulty breathing, chest pain), the First Aid Attendant will be summoned, and emergency services will be called.
  - First Aid Attendants will follow procedures as per their training for assisting persons who are severely ill. First Aid Attendants will be provided personal protective equipment for use if exposed to potentially infectious materials or required to

perform treatment to a person exhibiting signs or symptoms of COVID-19 as per the procedure provided to them.

- Clean and disinfect any surfaces that the ill worker has come into contact with.
  - Caretakers will clean and disinfect areas as appropriate.

#### **Step 4: Develop communication plans and training**

We have ensured that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at a district school or site.

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All staff must assess themselves daily for symptoms of common cold, influenza, COVID-19, prior to entering the school. In addition, all employees are requested to acknowledge the following at sign in each day: “I confirm I am not experiencing any current signs or symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease.”
- All workers have received the policies for staying home when sick. Employees are aware of the procedures to use to report an absence from work.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms. We are currently working on measures including signage. These will be specific to the site as each school is unique.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- **School Administrators** have the additional tasks of:
  - Ensuring school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school. Staff will be required to complete a form prior to returning.
  - Clearly communicating with parents and caregivers their responsibility to assess their children daily before sending them to school.
  - Establishing procedures for students and staff who become sick while at school to be sent home as soon as possible.
- The SD87 Safety Plan will be placed on the SD87 Website.

#### **Step 5: Monitor your workplace and update your plans as necessary**

We realize that things may change as we move forward. If we identify a new area of concern we will take steps to update our policies and procedures and involve workers in this process.

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary. Information around COVID-19 is rapidly changing and evolving as health officials learn more and refine their policies and procedures. The District will continue to monitor any communications from WorkSafeBC, the Ministry of Education, the Ministry of Health, the BC Center for Disease Control, BC’s Provincial Health Officer, and other authoritative voices and will adapt our measures according to their recommendations.

- Employees know who to go to with health and safety concerns. Employees are to speak to their direct supervisor with any health and safety concerns and to forward concerns to the site-based Health & Safety rep.
- When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers). Participation of the joint health and safety reps is highly encouraged, and we are thankful for their efforts and dedication to helping promote health and safety in the workplace.

## **Step 6: Assess and address risks from resuming operations**

Schools and district offices have been in operation throughout the Five Stages Framework for K-12 Education. As we prepare to move from Stage 3 of our Operational Plan into Stage 2; we have revised our practices to reflect these progressions:

- We have a training plan for staff taking on new roles or responsibilities. Staff assuming new roles or responsibilities will receive appropriate training.
- We have a training plan pertaining to changes in our practices, such as new equipment, processes, or products.
- The District will continue to adapt and modify our processes and procedures based on new or updated information around COVID-19 and with direction from appropriate authorities.

**This is a living document and may require to be updated as additional information becomes available from BCCDC, the Ministry of Education or WorkSafeBC.**